

<p>CITY OF BEAVERTON</p> <p>Human Resources Business Partner</p>
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General Summary

Provide internal consulting to management and employees on a wide range of management issues to support the City's business objectives and effectively manage human resources.

Key Distinguishing Duties

Overall responsibility for managing one or more Human Resources programs including the development and implementation of policies and program plans.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Manage one or more human resources programs, such as employee relations, labor relations, staffing or classification and compensation. Develop and recommend policies and program plans.
2. Provide consulting services to assigned departments on a wide range of human resources and organizational issues. Analyze business and operating needs of assigned departments. Develop, recommend and assist with implementing appropriate strategies.
3. Supervise one or more non-exempt staff to ensure City goals and objectives are met. Schedule, assign and review work. Make hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Be responsible for performance management of assigned employees. Respond to employee grievances and oversee disciplinary processes according to City policy.
4. Manage special projects. Oversee the work of consultants and contractors.
5. Collaborate with Human Resources Analyst on classification and compensation analyses.
6. Develop and interpret human resources policies and procedures. Advise supervisors and employees on employee relations issues. Provide information and advice on labor contract interpretation and human resources policies.
7. Participate in or lead labor relations activities as assigned. Research and prepare data to be used in contract negotiations.
8. Develop recruitment strategies and programs. Supervise staffing function operations. Administer the recruitment and selection process. Provide assistance to all City departments. Meet with hiring managers to explain process and complete forms.

9. Serve as a member of the human resources team. Evaluate performance and program effectiveness and recommend action for improvement as necessary.
10. Participate in department operational processes including staff selection, budget preparation/monitoring, policy/procedure development and implementation.
11. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met. Prepare reports and recommendations.
12. Serve as a model for accomplishing City's vision and goals. Model and promote an environment that supports the highest quality results. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
13. May represent the City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
14. Produce an acceptable quantity and quality of work that is completed within established timelines.
15. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, coworkers and the general public.
16. Participate in the City Emergency Management program including classes, training sessions and emergency events
17. Follow standards as outlined in the Employee Handbook.
18. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Expert knowledge of problem solving practices and techniques.
- ◆ Expert knowledge of labor relations practices and principles if required by assignment.
- ◆ Expert knowledge of staffing and recruitment practices and principles if required by assignment.
- ◆ Expert knowledge of organizational development practices and principles if required by assignment.

- ◆ Advanced knowledge of practices and principles of human resources management.
- ◆ Advanced knowledge of work process identification and process improvement practices.
- ◆ Advanced knowledge of the laws and regulations governing human resources management.
- ◆ Advanced knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Advanced knowledge of strategic planning methods with an emphasis on services related to human resource management and organizational development.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.

Skills/Abilities Required

- ◆ Expert ability to facilitate work group and team meetings.
- ◆ Advanced ability to negotiate, persuade and influence individuals and groups.
- ◆ Advanced skill in conceptual analysis and policy/program development and implementation.
- ◆ Advanced ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Advanced ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Expert ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Expert ability to apply excellent internal and external customer service skills.
- ◆ Expert ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations and develop reports that may include technical information.
- ◆ Advanced ability to use word-processing, spreadsheet programs or other application software as required for position.

Minimum Qualifications Required for Entry

Bachelor's degree in human resources, industrial relations, public/business administration, or a related field and 7 years experience in human resources, labor relations or organization development at a professional level including support to line operations and policy and project management, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

Positions in this classification are required to possess a valid driver's license and have the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen; daily use of a keyboard or similar device; regular dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; occasional operation of a motor vehicle on public roads.

Classification History

As of 10/97: Human Resources Analyst

Revised: 1/98

New class specification title 1/98: Human Resources Consultant

New class specification title 7/05: Human Resources Business Partner

Revised: February 2001

Revised: 11/04

Revised: 7/05

Revised: 1/1/09

Status: M2

FLSA: Exempt

Human Resources Signature

Date